CHIEF SECRETARIAT.

No. P. 5782—*P. P.* 76-38-3, *dated 2nd May* 1939.

Memo.

The following notice is published for the information of candidates intending to apply for recruitment to the Ministerial Service (Clerks' Grade) of the Government of India.

By Order,
B. T. KESAVIENGAR,
Chief Secretary to Government.

FEDERAL PUBLIC SERVICE COMMISSION (INDIA).

NOTICE.

Delhi, the 13th March 1939.

The Federal Public Service Commission will hold a joint competitive examination on Thursday the 7th December 1939, to fill vacancies which are expected to occur for appointments as clerks in the Ministerial Establishment of the Government of India Secretariat and Attached Offices and as Civilian Clerks in the Lower Division of the Army and Air Force Headquarters Section of the Indian Army Corps of Clerks during the period from the 1st April 1940 to the 31st March 1941, barring a few vacancies that may have to be filled otherwise.

2. The number of vacancies which will occur during this period is not known at present. It may, however, be necessary to fill a few vacancies occurring during this period from the list of the examination held in 1938. The number of vacancies that may be so filled is also not known at present. All vacancies will be filled in accordance with the instructions in the Home Department Resolution No. F. 14/17—B.-33—Ests., dated the 4th July 1934.

It is expected that besides other vacancies there will be about twenty vacancies to be filled by lady candidates.

Note (i).—It has been decided by the Government of India that the employment of lady clerks in offices of Army Headquarters will be restricted to un-married ladies and widows who will be required to resign their respective appointments on marriage or re-marriage as the case may be.

Note (ii).—Appointment to vacancies in the Army and Air Force Headquarters Offices reserved for ladies will be made from among lady candidates who are willing to accept employment there (*vide* item 18 of the Application form) and are eligible therefor. In other cases lady candidates will be offered posts in the manner laid down in paragraph 3 (a) and (b).

3. Subject to the provisions of paragraph 12—

(a) Candidates will be placed in the order of their merit in the examination and will be offered posts as vacancies occur.

(b) Posts reserved for candidates of a particular Community will be offered to candidates of that community in order of merit.

(c) Candidates will, on first appointment to a permanent vacancy or a vacancy expected to become permanent, be placed on probation normally for one year and will, during this period, draw salary at the minimum of the time-scale:

Provided that candidates holding substantive posts under Government at the time of such appointment will draw their substantive pay, if at any time during the period of probation, it exceeds the minimum of the time-scale.

(d) It is not open to successful candidates to choose between different kinds of offices except when they prefer a Civil to an Army and Air Force Headquarters Office. Candidates are required to state in their application forms whether they are willing to accept employment in Army and Air Force Headquarters or not, and those who answer this question in the affirmative and subsequently decline an appointment in Army and Air Force Headquarters will be relegated to the bottom of the list of candidates considered suitable for employment. They will subsequently be considered for vacancies in Civil Offices only, provided they are eligible for appointment to such offices, otherwise they will be re-considered for employment in Army and Air Force Headquarters only.

(e) Candidates selected for appointment will, within one month of joining their posts have to submit to a test in typewriting to be conducted by the Commission. At this test, candidates will have to prove that they can type with accuracy and neatness at a speed of at least 30 words a minute and that they can type with accuracy from manuscript. Those who fail will, forthwith, forfeit their appointments. Lady candidates will have to pass the prescribed test in typewriting before they join any appointment that may be offered to them.

Note.—Candidates are not required to submit certificates of proficiency in typewriting. The fact that a candidate has submitted such a certificate in connection with a previous examination and that it has been accepted by the Commission will not exempt him from having

to appear, if successful at the written examination, at the typewriting test to be conducted by the Commission.

(f) Successful candidates will be medically examined before confirmation in Government service to ensure that they have no disease, constitutional weakness or bodily infirmity which is considered a disqualification for employment in the Ministerial Service. The lines on which the medical examination will be conducted are the concern of the medical authorities conducting the examination and the Commission cannot give any information in the matter.

CONDITIONS APPLICABLE TO THE EXAMINATION.

(Except where otherwise provided for, these and the foregoing conditions apply to both the services.)

4. Applications to appear at the examination must be made on the prescribed form and must reach the Federal Public Service Commission together with *all* the necessary documents not later than the 8th May 1939. Application forms may be obtained from the Secretary, Federal Public Service Commission, Metcalfe House, Delhi. All communications should be addressed to the Secretary by designation and *not by name*.

THE FACT THAT AN APPLICATION FORM HAS BEEN SUPPLIED ON WHATEVER DATE, WILL NOT BE ACCEPTED AS AN EXCUSE FOR THE LATE SUBMISSION OF AN APPLICATION. CANDIDATES WHO DELAY THEIR REQUESTS FOR FORMS UNTIL A LATE DATE WILL DO SO AT THEIR OWN RISK.

5. The fee for the examination will be Rs. 15 to be paid on application, in accordance with paragraph 5 (a) of the Instructions regarding the filling up and submission of applications sent herewith. NO CLAIM FOR A REFUND OF THIS FEE WILL BE ENTERTAINED NOR WILL THE FEE BE HELD IN RESERVE FOR A SUBSEQUENT EXAMINATION.

6. The examination will be held at the following centres :—

Allahabad, Bombay, Calcutta, Delhi, Lahore and Madras.

7. The Federal Public Service Commission may, if they think it desirable, fix a minimum standard to be attained in all or any of the subjects of the examination.

8. A candidate must be :—

(a) a British subject domiciled in India whose father (if alive) is a British subject or a subject of a State in India or (if dead was at the time of his death either a British subject or a subject of a State in India or a person in the permanent service of the Crown or a person who had retired from that service ; or

(b) a Ruler or a subject of a State in India :

Provided that in the case of a British subject, the requirements of this rule (other than that concerning domicile) may be waived by Government if satisfied that their observance would occasion exceptional hardship and that the candidate is so closely connected by ancestry or upbringing with His Majesty's dominions as to justify special treatment.

Provided also that a Ruler or a subject of a State in India cannot be appointed unless he has obtained a declaration under Section 262 of the Government of India Act, 1935, irrespective of whether he has obtained a declaration under Section 96-A of the Government of India Act, 1919, or not.

9. (a) Candidates who were born not before the 1st July 1918 or not later than the 1st July 1922 may compete for vacancies in the Secretariat and Attached Offices as well as in the Army and Air Force Headquarters.

(b) Candidates who were born earlier than the 1st July 1918, but not earlier than the 1st July 1915, may compete for vacancies in the Lower Division of the Army and Air Force Headquarters Section of the Indian Army Corps of clerks. Such candidates will not be considered for appointment to Civil offices.

(c) Lady candidates who were born not earlier than the 1st July 1911 and not later than the 1st July 1923 will be eligible for admission to the examination, but they will be considered for appointment only to Army Headquarters Offices unless they also satisfy the age limits prescribed in paragraph 9 (a) above.

No candidate will be admitted to the examination unless he satisfies the age limits prescribed above. These age limits cannot be relaxed.

10. Candidates must not have appeared at two previous examinations, whether competitive or qualifying, conducted by the Public Service Commission (now Federal Public Service Commission) since 1930 for Typists and Routine Clerks in the Ministerial Establishment of the Government of India.

Note.—A candidate is not considered to have "appeared at" an examination unless he has actually sat for the examination or part of it.

11. Candidates must pave passed :—

(1) the Matriculation Examination of a University incorporated by an Act of the Central or a Provincial Legislature in India, or the Mysore, or the Osmania or the Rangoon University; or

(2) an examination accepted by any such University as equivalent to a Matriculation Examination for the purpose of admission to a University course; or

(3) the Cambridge School Certificate Examination, or any other examination which may be recognised by the Federal Public Service Commission as equivalent thereto.

Note.—Any person who has appeared at an examination the passing of which render him eligible to appear at the Ministerial Service (Clerks' Grade) Examination, but has not been informed of the result, may apply for admission to the latter examination. A candidate who intends to appear at such a qualifying examination may also apply, provided the qualifying examination is to be concluded before the commencement of the Ministerial Services examination. His application will be accepted provisionally if he is eligible in all other respects and he will be required to furnish not later than the date on which the results of the Ministerial Service examination are ready for communication to the Government of India proof of having passed such qualifying examination. Failure to furnish such proof will render the candidate ineligible for appointment.

12. Candidates must furnish to the Federal Public Service Commission such evidence as may be required to show that they are of good character and *prima facie* suitable for admission to the examination. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final. Success in the examination confers no right to an appointment unless the appointing authority is satisfied, after such further enquiry as may be considered necessary, that the candidate is suitable in all respects for the Ministerial Service.

13. (a) Candidates who are already in Government service may compete at the examination, provided that they fulfil all the conditions mentioned in this section, but no person who has been nominated to a permanent vacancy or a vacancy expected to become permanent on the results of a previous examination for recruitment to the Typist and Routine Grade will be eligible for admission. No concession in the matter of either age or educational qualifications is admissible to any candidate. Applications from candidates in Government service, whether employed in a permanent or temporary capacity, must be submitted through the Head of the Department or office concerned.

(b) Candidates nominated to permanent vacancies, or vacancies expected to become permanent, on the results of the 1938 examination for the Typist and Routine Grade subsequent to their admission to the 1939 examination, will not be renominated on the results of the latter.

24. The subjects of examination, the time allowed for, and the maximum marks allotted to, each subject will be as follows :—

(a) Arithmetic.—Time one hour, Marks 100.

The questions will be designed to test intelligence, accuracy and rapidity in working.

(b) General Knowledge.—Time one hour, Marks 100.

Candidates will be required to give brief answers to questions concerning current events, common phenomena and matters of everyday interest or common knowledge.

(c) English Composition.—Time 2 hours, Marks 300.

Candidates will be tested in the following :—

(i) Drafting.

(ii) Precis Writing.

(iii) Correcting mistakes in English.

(iv) Proof correcting.

(v) Elementary tabulation to test candidates in the art of compiling, arranging and presenting data in a tabular form.

15. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

H. Hamill,

Secretary,

Federal Public Service Commission.